

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **DEPUTY PUBLIC WORKS DIRECTOR**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under general direction, to plan, organize and direct the program and activities of the Public Works Department; to coordinate activities with other departments, governmental agencies and outside organizations; to provide professional and technical advice on public works and engineering operations; and to do other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This level reports to the Public Works Director and may be assigned to manage a divisional area(s) as assigned.

KEY RESPONSIBILITIES:

Develop and implement department goals, objectives, and operating policies and procedures for assigned divisional area.

Develop work plans, research issues and evaluate operational needs and policies for assigned divisional area.

Plan and assign work activities, projects and programs; direct maintenance, repair, construction or engineering of district and City facilities; review and evaluate work products, methods and procedures.

Develop and administer budgets; coordinate and direct the preparation of forecasts for staffing, equipment, material and supply needs with management; monitor and approve expenditures.

Negotiate and administer contracts with outside contractors; resolve problems and complaints.

Coordinate Public Works activities with those of other departments, governmental agencies and outside organizations.

Direct and participate in the preparation, development and evaluation of technical studies, reports and analyses related to Public Works Department activities; analyze and evaluate study results.

Provide technical advice and assistance on a wide variety of matters related to department programs and operations.

Train, supervise, and evaluate staff; select personnel and develop and maintain work performance standards.

Assume responsibility for safety training of all staff; enforcement of safety regulations and accident reporting requirements and the implementation of hazardous materials control procedures.

Serve as acting Public Works Director as assigned.

Perform related duties as assigned.

QUALIFICATIONS: (May vary depending on the assignment.)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Applicable federal, state and local laws, rules and regulations pertaining to the assigned public works division.

Principles, practices and techniques of public administration, including budget and personnel administration.

Principles and practices of municipal public works administration and operations.

Research techniques, methods and procedures.

Principles of supervision, training and evaluation.

Appropriate safety practices and regulations.

Ability to:

Plan, organize and direct the program and activities of a public works department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Interpret applicable laws, rules and regulations.

Develop, administer and monitor a departmental budget.

Prepare and analyze technical data, construction and maintenance reports, statements and correspondence.

Supervise, train and evaluate technical and maintenance staff.

Maintain effective work relationships with staff and the general public.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelors' degree from an accredited college or university with major course work in civil engineering or related field. Additional course work in Public Administration is highly desirable.

Five years of progressively responsible professional work experience in the public works assigned division, such as, operations and maintenance or engineering or general services, including experience in a supervisory capacity.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Certificate of Registration as a Civil Engineer in the State of California (as required for the assignment.)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. Employee is required to attend meetings and travel within and outside City limits during normal work hours and periodically in the evenings and on weekends

This is an at-will Management classification.

DATE APPROVED: _____